



State of Utah  
Department of Commerce  
Division of Corporations & Commercial Code  
Registration Information Change Form Instructions

This form functions dynamically, which means, based on how you answer the Yes/No questions, you will be instructed to proceed in filling out this form. Please make appropriate corrections or changes to registered information on this form. Means of payment are: cash, check, credit card or money order made payable to the "State of Utah." If faxing you must include, on a cover sheet, the number of a Visa, MasterCard or American Express with the date of expiration. **Note: If you are using this form with a reinstatement or renewal please do not include the \$15.00 non-refundable processing fee with the reinstatement or renewal fee.**

**Entity File Number:** The registration number issued to you by the Division of Corporations. The number may be found by doing a Business Entity Search at: <http://www.utah.gov/serv/bes>

**Entity Name:** The name of the Business Entity that you are transacting business under.

**Signature Line:**

An authorized party of the entity must sign the form; the signer's title and the date of the signature must also be included. Under the penalties of perjury and as an authorized authority, an authorized authority declares that this statement of change(s), has been examined and is, to the best of their knowledge and belief, true, correct and complete.

**Mark Yes or No to the following questions:**

**Do you want to Change the Business Purpose?**

Yes

No

If Yes, what is the new Business Purpose? **Business Purpose:** The general purpose of the business. You may use a specific code (NAICS Code) for this, the codes can be searched at: <http://www.census.gov/epcd/www/naics.html>

**Do you want to Change the Registered Agent or the Address of the Registered Agent?**

Yes

No

If Yes, who is the new Registered Agent, or the new Address of the Registered Agent? **This is the mailing address of the business.** The registered agent can be a commercial registered agent or a non-commercial registered agent. The non-commercial registered agent needs to put the name and address of the registered agent. A registered agent can be either a person or a business entity. If listing a commercial registered agent, that commercial registered agent will need to be registered with the Division of Corporations and Commercial Code. The **Registered Agent:** The individual or entity designated for service of process for the entity. The **Registered Office:** The address of the Registered Agent; it must be a Utah Street Address. A PO Box may be entered on the same line of the address block, after the street address. All correspondence from the Division will go to this address.

**Do you want to Change the Principal Address of the Business Entity?**

Yes

No

If Yes, what is the new Principal Address? Type on the address line the new principal office address.

**Principal Office:** The address at which the principal office is located (principal place of business).

**(Limited Liability Companies Only)**

**Do you want to Change the Designated Office of the Business Entity?**

Yes

No

If Yes, what is the new Designated Office? Type on the address line the new designated office address.

**Designated Office:** The Utah street address at which records listed under UCA 48-2c-112 are to be kept.

**Do you want to Add individuals to the Business Entity?**

Yes

No

If Yes, who do you want to Add to the Business Entity and what Position will they hold? Type the person/entity name on the name line, the position they hold within the business entity on the position line and their address on the address line. You may use the drop down box on the position line. Please remember Corporation Principals cannot be a business entity.

**Do you want to Remove individuals from the Business Entity?**

Yes

No

If Yes, who do you want to Remove from the Business Entity and what Position do they hold? Type the person/entity name on the name line and the position they hold within the business entity on the position line. You may use the drop down box on the position line.

**Do you want to Change the Address of the Business Entity's Principal(s)?**

Yes

No

If Yes, who is the Principal(s) whose Address you wish to Change? Type the person/entity name on the name line, their address on the address line and the position that they hold within the business entity on the position line. You may use the drop down box on the position line.